

RICHMOND POLICE DEPARTMENT



11-26

PLANNING DIVISION OPERATING MANUAL

A handwritten signature in black ink, appearing to read "B. Thund", is positioned above a horizontal line.

Chief of Police or designee

10/18/2009

Table of Contents

I. Purpose.....	3
II. Policy.....	3
III. Procedure.....	3
IV. Personnel.....	8
V. Training.....	9

PURPOSE:

The mission of the Planning Division shall be to facilitate maximum utilization of Department, City and national resources in meeting a commitment to maintaining a highly skilled and professional law enforcement agency. The Planning Division is tasked with evaluating the Department's current and future programs in order to ensure that the Department is meeting local, state and national best practices in law enforcement operational and procedural standards.

Units within the Division (the Virginia Accreditation and Policy Unit, the Planning and Accreditation Support Unit, and the Crime Analysis Unit) provide agency support in the areas of research, policy development, and the analysis of criminal and operational data to the entire department. Additionally, the Division is responsible for the management of the agency's law enforcement accreditation process at the state level, as well as the development and management of other related technical and informational processes, such as the multi-year plan and the Department's annual goals and objectives.

POLICY:

It is the policy of the Richmond Police Department to ensure that a forward-looking Planning Division is staffed within the agency. The Planning Division consists of three units – the Virginia Accreditation and Policy Unit, the Planning and Accreditation Support Unit and the Crime Analysis Unit. Units within the Planning Division provide a myriad of staff services, including policy development, management of the Virginia Law Enforcement Professional Standards Commission (VLEPSC) accreditation process, research, planning and support of both the VLEPSC and Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) accreditation processes.

PROCEDURE:

Organizational Structure

An Operations Manager oversees the Planning Division and reports directly to the Executive Director of Administration. The Operations Manager has ready access to the Chief of Police and other members of the Command Staff through various mechanisms – the Chief's weekly COBRA (Command Operational Briefing for Responsive Action) and the weekly Target Review meeting. The Operations Manager attends both meetings and reports to the Chief and Command Staff on any pertinent issues pertaining to the Planning Division. The Operations Manager also routinely interacts with the Chief of Police, Assistant Chief of Police, and other members of the Command Staff. The Planning Division formally reports quarterly to the Chief of Police on its progress toward Department goals and annually on the Department's end of year progress toward those goals.

The Crime Analysis Unit

The Crime Analysis Unit supports the Department by providing information on identified patterns or crime trends as they occur throughout the community, aids in the identification of

possible suspects engaged in criminal activity, and generates information for patrol deployment and resource allocation. The unit assists the operational components of the agency in the identification of crime trends and patterns. They accomplish this through the use of resident computer information extracted through both spatial and statistical analysis tools. The unit also provides operational data that is used by the agency to develop deployment plans and resource allocation models.

*Please see the Crime Analysis Unit's Operations Manual for full disclosure of their duties and responsibilities.

Virginia Accreditation and Policy Unit

1. Manage the Department's written directive system including review and update of existing Department policies based on review dates;
2. Develop new directives as needed (General Orders and Executive Orders);
3. Gather documentation to prove compliance with Virginia accreditation standards;
4. Ensure that the Virginia Law Enforcement Professional Standards Commission (VLEPSC) standards are continually met;
5. Maintain Accreditation standard folders containing documented proof of compliance with established standards; and,
6. Plan for and orchestrate Virginia re-accreditation on-site assessments every four years.

Planning and Accreditation Support Unit

1. Provide Accreditation support to both the Virginia Accreditation and Policy Unit and the CALEA manager through the development of training and other required tasks such as policy development and the collection of documentation;
2. Develop and maintain the Department's Multi-Year Plan;
3. Provide analysis and research in problem areas;
4. Systematically establish, review and improve forms and documents used within the Police Department;
5. Prepare annual report and special reports on key Departmental issues; and,
6. Work with the Command Staff to develop the Department's annual goals and objectives and periodically evaluate and report on the status of those goals and objectives during the calendar year.
7. In addition to duties listed above, the Planning and Accreditation Support Unit's Administrative Project Analyst may be assigned a limited number of written directives, to be written in accordance with the below mentioned Policy Writer (PW) Review Process.

NOTE: The Planning Division also provides a Department-wide central repository for comprehensive reports.

Policy Writer (PW) Review Process

Steps 1-8 & 10 (PW) 9 (AM) should take no more than a total of 12 business days

1. Pull the current policy that is on the server;
2. Ensure that the accountability statement appears within the policy (if not already);
3. Add a space for “Roles and Accountability” if not already in the policy;
4. Add a space for “Forms” (if needed);
5. Research at least 2 other accredited agencies’ (both need to be CALEA and it would be good if at least one is both VLEPSC and CALEA compliant) policies;
6. Identify all applicable accreditation standards for VLEPSC and CALEA that need to be addressed by that policy;
7. Conduct other standard policy research (city and state codes, Personnel Rules, Admin. Regs);
 - a. City Code – www.municode.com or Richmond City Clerk’s office website
 - b. Code of VA – <http://leg1.state.va.us/>
 - c. City of Richmond Personnel Rules
<http://www.richmondgov.com/departments/hr/personnelrules.aspx>
 - d. City of Richmond Administrative Rules and Regulations
<http://www.richmondgov.com/departments/hr/adminregulations.aspx>
 - e. Helpful websites
 - i. DCJS – www.dcjs.virginia.gov
 - ii. IALEP – www.ialep.org
 - iii. IACP – www.iacpnet.com
8. Look at grammar, formatting and position/unit titles and make obvious edits;
9. Add the policy to the CALEA Accred. Mgr/VLEPSC Accred. Mgr folder and notify them of such. Accred. Mgrs have a **5 day** window to look at and approve of the selected accreditation standards or make/request changes. They are only looking here to either add/delete/or modify accreditation standards that have been selected and referenced in this policy or approve the selections by the policy writer. They can notify the policy writer by e-mail or otherwise of their decisions and the policy writer will document that in the working policy folder;
10. Send the current policy (with edits from step 8) and make a package to include what you find in steps 6 and 7 and draft the Subject Matter expert Major’s memo (Memo #1) requesting the

10 day meeting and submitting the package of information. It is not necessary to send the printed model policies to the Major but have them available for your SM Expert meeting

Step 11-12 should happen with 14 business days

11. Have the meeting with SJ Expert and review the policy, accred. Standards, other agencies' policies, and your other policy research with the subject matter expert. (10 days);
12. Draft the policy;

Step 13 should take 14 business days

13. Send the policy to the Operations Manager-Planning THRU: CALEA Manager and Virginia Accreditation Manager (Memo #2). Accreditation Managers have 5 days a piece to review and sign this memo. Operations Manager has 4 days to review and give policy back to the Policy Writer for the Command Staff letter;
14. The Operations Manager will give the completed policy to the Policy Writer so that he/she can create the memo (Memo #3) for the Command Staff/5th floor review. The date on this memo will mark the beginning of the review period;
15. Once the Policy Writer receives Memo #3 with approval signatures from everyone listed, he/she will generate Memo #4 (the Chief's memo);
16. Policy Writers will be responsible to keep track of the location of all policies in the GO Tracking Access database including the General Order #, the name of policy and dates all policies are received in and out of Planning and from whom;
17. Policy Writers shall keep a file with all current related information including a copy of the front page of the memo that goes to the 5th floor that is signed by the recipient at the time of delivery (i.e. Chief of Staff's Administrative Program Support Assistant (APSA) would sign a copy of the memo for the Policy Writer's file).

Department Forms

The Planning Division establishes, reviews and improves most forms and documents used within the Police Department. During the policy review process as described above, the policy writer reviews applicable forms (cited in the policy) with the subject matter expert(s) and makes necessary changes. As necessary, the Planning Division receives PD-132s (REQUEST TO CREATE NEW, MODIFY OR DELETE GENERAL ORDERS, EXECUTIVE ORDERS, PD FORMS OR OTHER WRITTEN DIRECTIVES) and works with the requestor (s) to make the necessary changes. The PD-132 requires approval at the Major or civilian supervisor level and ensures that the requested change is approved by the Senior Command Staff. Upon making the changes, the newly revised form is posted to the following location (X:\RPD Forms\PD Forms) or other applicable location where the form is stored on the server.

Multi-Year Plan

The Planning Division will develop and continuously maintain a current, multi-year plan, which will be reviewed on an annual basis for the purpose of amendment. The plan will include the following:

1. Long-term goals and operational objectives;
2. Anticipated workload and population trends;
3. Anticipated personnel levels;
4. Anticipated capital improvements and equipment needs; and,
5. Provisions for review and revision as needed.

The Planning Division is tasked with working with the Department's command staff to develop the Department's multi-year plan that consists of the Department's long term goals and objective. The Richmond Police Department's multi-year plan will be a living, triennial document that allows for revisions as new or changing circumstances impact the Department's operations. The multi-year plan will include projected workloads, personnel levels, jurisdictional population trends and anticipated capital improvement and equipment needs.

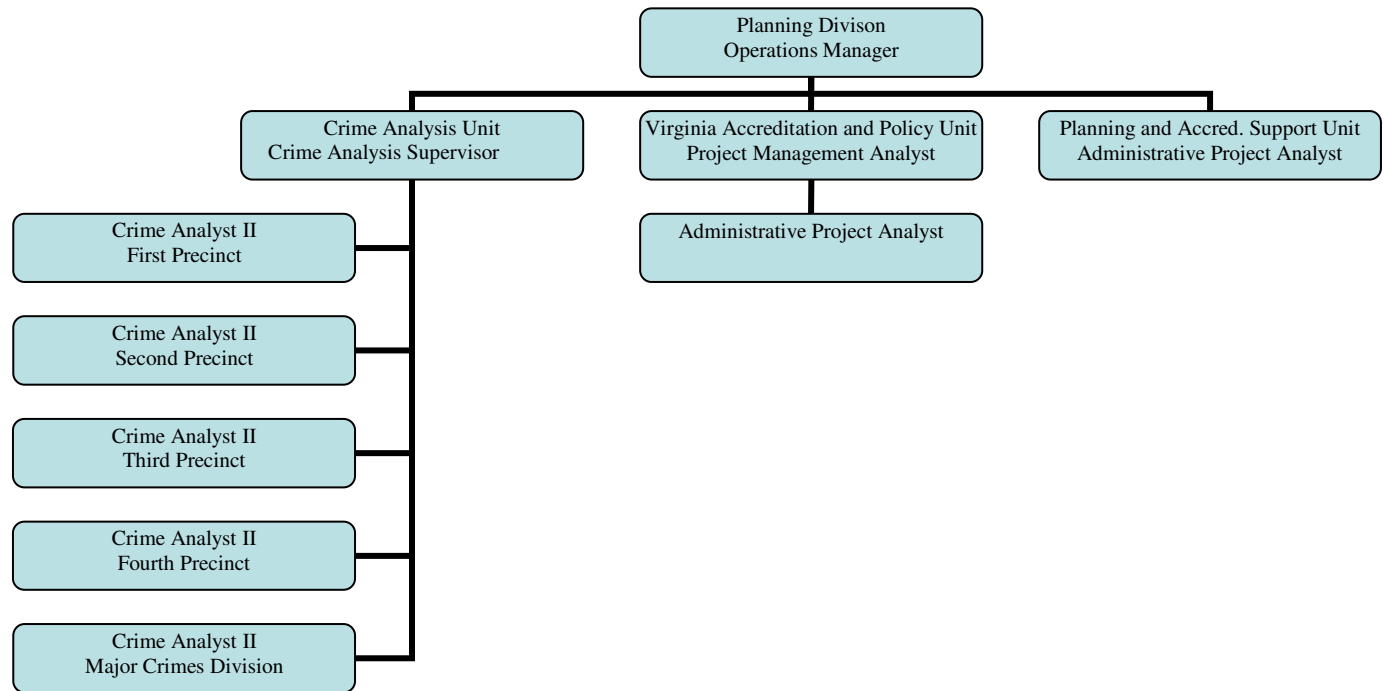
Department Goals and Objectives

The Planning Division shall work with the Command Staff to formulate annual goals for the Department and to update those written goals annually as part of the Department's multi-year plan. Each major organizational component of the Department shall contribute toward the development of the goals. The Department's Goals and Objectives, once approved by the Chief of Police, shall be posted on the Department server such that they are available for all personnel.

The process for development and progress review of and toward the annual goals and objectives shall be as follows:

1. In late November/early December each year, the Planning Division working in coordination with the Executive Director of Administration and the Major – Chief of Staff will convene a series of meetings for all members of the Senior Command Staff to 1.) Review the Department's annual achievements pursuant to that year's Goals and Objectives and 2.) Formulate the Department's specific Goals and Objectives for the following calendar year.
2. Using quarterly reports, that were submitted by primary reporting parties by the 10th of each month following the end of each quarter that year and additional information provided by the Senior Command Staff members, the Planning Division will 1.) evaluate and report on the status of the year's Goals and Objectives and 2.) Formulate a written plan for the subsequent calendar year to be completed and submitted, through channels, for the Chief's review and approval by January 31st of the subsequent calendar year. For example, the final review and analysis of the Department's 2008 Goals and Objectives AND the Department's 2009 specific and measurable goals and objectives will both be completed by January 31, 2009.
3. Quarterly reports to evaluate progress toward the attainment of goals and objectives and the Department's annual report on the Department's progress toward the attainment for the full calendar year shall be submitted in a format approved by the Chief of Police.

PERSONNEL:



TRAINING:

Members of the Virginia Accreditation and Policy Unit and Planning and Accreditation Support Unit will be members of the International Association of Law Enforcement Planners (IALEP) and attend training provided by the IALEP, when available subject to budgetary constraints. Members of the units will also attend Virginia accreditation related training sessions (at least one member representing the Planning Division will attend each annual conference and each quarterly training session. Other training, as identified during the year, will be provided when it is identified as being in furtherance of the employees' job functions and professional growth.

Crime Analysts shall undergo specialized training on software, applications, and methods of analysis on an as needed basis as it relates to the analysis of crime, intelligence analysis, mapping, statistics, i2, CrimeNTel, and other resources used by the unit. Training on various subjects such as crime prevention, CPTED, domestic violence, and other specialized topics will also be provided to further the knowledge of the analysts.